



Interagency Committee of State Employed Women

2006-07 Business Plan

September 30, 2006

Table of Contents

Table of Contents.....	2
Background.....	3
History.....	3
Purpose.....	4
The Committee.....	4
Subcommittees.....	4
Committee Goals for 2006-07	5
Communications	5
Conference	5
Education	6
Health and Wellness	6
History.....	7
Membership	7
Professional Development	8
Take Our Daughters and Sons to Work Day (TODSTWD)	8
Appendix 1 – Membership Roster	9
Appendix 2 – 2006-07 Budget.....	12
Appendix 3 – Bylaws (<i>Adopted September 9, 2003</i>).....	11

Background

History

The Interagency Committee of State Employed Women has evolved through a number of advisory council names since 1963 when Governor Rosellini established the Washington State Commission on the Status of Women in response to President Kennedy's National Commission on the Status of Women. On October 19, 1970, Governor Evans established the Washington State Interagency Committee on the Status of Women. The first task of this 13-member committee was to evaluate the state's response to the recommendations in the 1963 Commission report and make further recommendations for change. When Governor Gardner reaffirmed his support for the committee by signing an Executive Order on November 7, 1989, he gave a '90s focus to an effort that began in the '60s. The committee's name was changed to the Interagency Committee of State Employed Women (ICSEW) and it was expanded to include members from institutions of higher education and the judicial system.

This committee has been involved in studying issues and advising Washington State Governors on issues including employment practices, labor laws, discrimination, comparable worth, family leave, dependent care, mentoring programs, and domestic violence. At the same time, the committee has provided education to state employed women on these issues as well as career and life planning, health and wellness, self-defense, and professional and interpersonal skills. Disseminating information and educational opportunities to state employed women has been accomplished through the publication of the committee's newsletter, the *InterAct*; workshop opportunities; and state conferences. Conferences are targeted to be biennial events, yet adjustments are made to align with budget constraints of the state.

In recent years the ICSEW has broadened its reach by providing community service in the form of drives to collect items such as clothing, school supplies, foster care-needed items, and cell phones to support domestic violence efforts. The ICSEW has also hosted the annual Take Our Daughters and Sons to Work Day event from 1999 through 2005 in conjunction with the Ms. Foundation's national event and, in 2004, provided information for state agencies to host their own events. The 2005 event was hosted in conjunction with the Office of the Governor and was a statewide event at the Capitol.

In the past, agencies that did not meet the minimum criteria of 25 female employees were allowed to have one informal member participate in and receive information from the ICSEW. February 1, 2006, a new executive order was signed that allows those participants to be appointed members. Alternates do not have voting privileges to ensure continuation of the "representative" status of the committee.

Purpose

The purpose of the ICSEW is to identify and advocate for issues faced by state employed women. This is accomplished through advising the Governor on policies that affect state employed women and providing information and education to state employed women.

The Committee

The ICSEW has # members representing # of the state's 120 agencies. Each agency has the option of allowing one alternate for each representative to participate in ICSEW events and activities. In addition to the subcommittee chairs, the Executive Board includes Dianna Gifford, Chair (Department of Natural Resources), Connie Riker, Vice Chair (General Administration), Amilee Wilson, Secretary (Department of Fish & Wildlife), and Ethel Smith, Treasurer (Office of the Insurance Commissioner).

Subcommittees

- Communications: The Communications Committee provides communication to state employed women by publishing the *InterAct*, its bi-monthly newsletter, and coordinates the committee's Web site found at <http://www.icsew.wa.gov>
- Conference: The Conference Committee is responsible for all aspects of planning ICSEW conferences.
- Education: The Education Committee provides educational opportunities to state employed women through the organization of workshops and training classes.
- Health and Wellness: The Health and Wellness Committee researches and provides information through the *InterAct* and workshops on health and wellness issues affecting state employed women.
- History: The History Committee is a preservationist of Interagency Committee of State Employed Women's historical materials and documents. The committee provides historical reflections through articles in the *InterAct* and general membership meetings.
- Membership: The Membership Committee keeps current membership information, organizes general membership meetings, and explores ways to increase participation.
- Professional Development Committee : The Professional Development Committee (PDC) provides information through articles and pamphlets on professional development and researches issues affecting employment opportunities and pay.
- Personnel System Reform: This committee has fulfilled its purpose. Therefore this committee is dissolved.
- Take Our Daughters and Sons to Work Day: The Take Our Daughters and Sons to Work Day Committee (TODSTWD) provides information on this important event to all state agencies and employees.

Committee Goals for 2006-07

Last business year the ICSEW easily met its goal to become more politically proactive. The ICSEW will continue to work toward marketing itself to agency executive staff and all state employees. The past year has seen an increase in the number of members and improved attendance. This can, in part, be attributed to a more focused purpose and demonstrated benefit to all state employees. The ICSEW will update its bylaws to parallel the new executive order. The committee will continue to work on issues imperative to the professional lives of state employees and provide detailed information on the work it is doing. It will continue to proactively solicit agencies to fill vacant committee spots with assistance from the Office of the Governor.

Communications

Committee Chair:	Kelly Stowe (Department of Transportation)
Committee Vice Chair:	Patricia Thronson (Department of Information Services)
Committee Members:	Sarah Bland (Board of Education), Kristin Reichl (Department of Health), Linda Watson (Department of Retirement Systems), and Pam Johnson (Department of Licensing).
Committee Goal:	To improve and broaden communications to all state employees and act as an information clearinghouse for state employees.

The Communications Committee is continually working toward better and timelier management of Web site content with the help of two Web Developers. The committee plans to send each Web Developer to one training per business year. The committee is no longer publishing the *InterAct* in the *FTE News Magazine*, which will provide a cost savings of \$3,428.00 per business year. The *InterAct* is distributed via the ICSEW Web site, the ICSEW Listserv®, and the Washington State Library.

Conference

Committee Chair:	Sarah (Board of Education)
Committee Members:	Stacy Brady (Interagency Committee for Outdoor Recreation), Sharon Edwards, (Department of Retirement Systems), Diana McCutcheon (Office of Administrative Hearings), and Connie Riker (Department of General Administration), Kim Sauer (Liquor Control Board), Rebecca Wilson MSW (Department of Veterans Affairs), Patricia Thronson (Department of Information Services).
Committee Mission:	To provide a forum in which working women at all levels can explore imaginative ideas and adopt innovative techniques to

help them rise to new levels of responsibility, recognition, and reward.

The Conference Committee is planning the May 2008 ICSEW Conference. During the first year of planning, extensive preparation and research must be completed. A call for proposals process will be utilized to collect competitive bids for the host facility and hotel. Marketing and promotion of the conference dates will begin in January 2007. An event planning service will be selected. Then the conference committee will begin to create the call for presenters and trainers.

Education

Committee Chair:	Michelle Lucero (Department of Agriculture)
Committee Vice Chair:	Wendy Sue Wheeler
Committee Members:	Julie Japhat (Higher Education Coordinating Board), Lt. Karen DeWitt (Washington State Patrol), Kirsten Wilson (General Administration), Robyn Bradshaw (Evergreen State College), Amilee Wilson (Department of Fish & Wildlife), Stacy Brady (Outdoor Recreation), Mary Leftridge Byrd (Department of Corrections), Patricia Thronson (Department of Information Services).
Committee Mission:	To offer unique and high quality training opportunities to state employed staff that will enhance their professional and personal lives.

The Education Committee continues to work to bring quality education and training opportunities to state employed individuals. The committee will develop and maintain the committee's budget by establishing a check and balance system for registrations managed by individual vendors. The committee will continue to use the on-line registration system established this past year. The committee will work towards increasing the topics and speakers sponsored to improve diversity of trainings. The committee will also be writing articles highlighting the trainings and helpful tips from the courses. This year the Education committee will collaborate with the Professional Development Committee to identify possible new workshops.

Health and Wellness

Committee Chair:	Kristen Reichl (Department of Health)
Committee Vice Chair	Connie Nabors (Health Care Authority)
Committee Members:	Sara Barrie (Department of Ecology), Sheila Ichita (State Board of Health), Diana McCutcheon (Office of Administrative Hearings), Kim Sauer (Liquor Control Board), and Kelly Stowe (Department of Transportation)

Committee Goal: To expand knowledge of health and wellness with an emphasis on holistic health and promote healthy behaviors to maintain a balance through the journey of our lives.

The Health and Wellness Committee continues to work toward increasing the overall wellness of state employees through information sharing and activities. To continue improving collaboration between agencies it will update and distribute a list of health and wellness agency coordinators. The committee will explore partnership opportunities to distribute health and wellness information. It will participate in awareness events for specific health issues in conjunction with national and state events, such as Breast Cancer Awareness Month. The committee will promote healthy behaviors by collaborating with health care agencies to produce a statewide Health and Wellness Event during National Women's Health Week.

History

Committee Chair: Robyn Bradshaw (The Evergreen State College)
Committee Vice Chair:
Committee Members: Josie Brooks (Office of the Secretary of State), Mary Skube (Lottery Commission), Teresa Reno, (Department of Ecology)

Mission Statement: The legacy of how others shaped History's pathway, blazing the trail for us to step forward with confidence; boldly enhancing our own spark of desire to contribute and become that role model to inspire those who follow.

Committee Goal: To create a living Legacy of the History of the Interagency Committee of State Employed Women available to all.

The History Committee is a preservationist of Interagency Committee of State Employed Women's historical materials and documents. The committee continues to sort through existing ICSEW documentation, which will be added to the current inventory and archive. This inventory will be used to identify gaps in information. The committee will develop a system of capturing events and accomplishments and continue to add to the living historical written document. The committee will additionally research new storage options and connections to include the feasibility of scanning materials for electronic storage and use of the State Archives. Further, the History Committee will provide historical retrospectives of the ICSEW through InterAct articles and presentations to the general membership.

Membership

Committee Chair: Vacant
Committee Members: Mary Davis (Pierce College), Lezlie Perrin (Department of Labor and Industries), and Carole Rucker (Pierce College), Stacy Brady (Interagency Committee for Outdoor Recreation), Janet Merz (State

School for the Blind), Diana McCutcheon (Office of Administrative Hearings), Mary Skube (Lottery Commission), Mirissa Vetaly (Department of Services for the Blind,) Sharon Edwards (Department of Retirement Systems), Rebecca Wilson (Department of Veteran's Affairs).

The Membership Committee has many responsibilities including coordinating and maintaining accurate information regarding the membership of all ICSEW committee members and organizing general membership meetings. ICSEW is establishing an internal mentoring program called Creating Connections. The membership committee will maintain this effort. In addition, the committee will provide teambuilding activities at general membership meetings.

Professional Development Committee

Committee Chair: Kirsten Wilson (Department of General Administration)
Committee Vice Chair:
Committee Members: Amilee Wilson (Department of Fish & Wildlife), Pat Carlson (WSGC).
Committee Goal: To provide ICSEW members information on how to grow their careers, seek and obtain the jobs of their choice, lead successful business and personal lives, and work effectively using the new personnel system.

The Professional Development Committee (PDC) will provide articles in the *InterAct* newsletter on professional development and /or lifelong learning. The committee will work with the Education Committee to develop two workshop opportunities. Possible topics may be resume development and interviewing skills.

The PSR Committee was newly adopted as an Ad Hoc Committee for the ICSEW in September 2004 with two goals in mind: (1) to provide ICSEW members and state employed women with information on how civil service reform will affect them by providing the facts and the impacts and (2) to make recommendations to the ICSEW regarding whether the committee should take a position on proposed changes or implementation plans with the intention of advising the Governor or the Department of Personnel on impacts or recommendations.

Take Our Daughters and Sons to Work Day (TODSTWD)

Committee Chair: Misty Ross (Department of Social and Health Services)
Committee Members: Wendy Voss (Office of the State Auditor),

The TODSTWD Committee will work to provide information on this important event to all state agencies. It will work toward providing opportunities for agencies to collaborate and coordinate events by compiling a list of agency TODSTWD coordinators and facilitating communication among those identified. The committee will collaborate with General Administration Visitors Services and the Governor's office to hold a statewide event.

Appendix 1 – 2006-07 Membership Roster

Agency	Last Name	First Name	Term Expires*	Phone
Administrative Hearings , Office of	VanDeBrake	Pam		
Administrative Hearings , Office of	McCutcheon	Diana	2008	(360) 586-4023
Agriculture, Department of	Wheeler	Wendy Sue		(360) 902-1972
Agriculture, Department of	Lucero	Michelle	2007	(360) 902-1967
Community and Technical Colleges, State Board for	Oderman	DelRae	2007	
Community, Trade and Economic Development, Department of	Morris	Jennifer	2008	
Community, Trade and Economic Development, Department of	Arevena	Kristi	2008	
Corrections, Department of	Byrd	Mary Leftridge		(360) 725-8796
Criminal Justice Training Commission	Brezonick	Carri	2008	
Eastern Washington University	Bauknecht	Darla	2007	
Ecology, Department of	Barrie	Sarah	2007	(360) 407-7056
Ecology, Department of	Reno	Theresa	2007	(360) 407-7007
Employment Security Department	Benard	Carolyn	2007	(360) 438-3139
Evergreen State College, State	Bradshaw	Robyn	2007	(360) 867-6365
Financial Institutions, Department of	Herr	Susan	2007	(360) 902-0518
Fish and Wildlife, Department of	Wilson	Amilee	2009	(360) 902-2856
Gambling Commission, Washington State	Carlson	Pat	2008	(360) 486-3457
Gambling Commission, Washington State	Sullivan	Julie	2008	(360) 486-3560
General Administration, Department of	Wilson	Kirsten	2007	(509) 533-8282
General Administration, Department of	Riker	Connie	2007	(360) 438-8246
General Administration, Department of	Brown	Sue		(360) 902-7211
Governor, Office of the	Ortiz	Ululani		(360) 902-0387
Health Care Authority	Nabors	Connie	2008	(360) 923-2767
Health, Department of	Reichl	Kristen	2008	(360) 236-4985
Higher Education Coordinating Board	Velez	Lee Anne		
Higher Education Coordinating Board	Japhet	Julie	2007	(360) 753-7840
Human Rights Commission	Ralph	Debbie		
Industrial Insurance Appeals, Board of	Parker	Beth	2007	

*A blank Term Expires date indicates the member is an alternate or from an agency that does not qualify for formal appointment (less than 25 women employed).

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Agency	Last Name	First Name	Term Expires*	Phone
Industrial Insurance Appeals, Board of	Thomas	Debbie	2008	
Information Services, Department of	Thronson	Patricia	2007	(360) 725-5100
Insurance Commissioner, Office of the	Smith	Ethel	2007	(360) 725-7242
Interagency Committee for Outdoor Recreation	Brady	Stacy	2007	(360) 902-3004
Investment Board, State	Machado	Sandra		
Licensing, Department of	Guyer	Carol	2007	(360) 902-3746
Licensing, Department of	Johnson	Pam		(360) 664-1874
Liquor Control Board	Sauer	Kim	2007	(360) 664-1627
Lottery	Skube	Mary	2008	
Lottery	Earsley	Cheryl		
Lottery, Commission	Bowers	Diane	2007	(360) 663-4805
Natural Resources, Department of	Gifford	Dianna	2007	(360) 902-1134
Pierce College	Davis	Mary	2007	(253) 964-6680
Pierce College	Rucker	Carole	2008	(253) 588-5281
Retirement Systems, Department of	Watson	Linda	2008	(360) 664-7983
Retirement Systems, Department of	Edwards	Sharon		(360) 664-7131
Revenue, Department of	Dang	Jessica	2007	
School for the Blind, State	Merz	Janet	2007	(360) 696-6321
Secretary of State, Office of the	Pharris	Ingrid	2007	(360) 902-4151
Secretary of State, Office of the	Brooks	Josi	2008	(360) 704-5203
Sentencing Guidelines Commission	Ditton Henzel	Paula		(360) 956-2134
Services for the Blind, Department of	Vetaly	Mirissa		(206) 721-6445
Social and Health Services, Department of	Krug (Ross)	Misty	2007	(509) 737-2857
Social and Health Services, Department of	Figueroa	Aurea	2007	
State Auditor, Office of the	Bennett (Voss)	Wendy	2007	(360) 902-0359
State Auditor, Office of the	Melendez	Annykay		(360) 586-2273
State Patrol, Washington	DeWitt	Karen	2007	(360) 753-2191
State Board of Education	Bland	Sarah	2009	(360) 725-6025
Superintendent of Public Instruction	Collins	Kristin	2007	(360) 725-6270
Transportation, Department of	Waters	Mia		(206) 440-4541

*A blank Term Expires date indicates the member is an alternate or from an agency that does not qualify for formal appointment (less than 25 women employed).

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Agency	Last Name	First Name	Term Expires*	Phone
Transportation, Department of	Smith	Jennifer	2007	
Transportation, Department of	Stowe	Kelly	2008	(360) 705-7023
Veterans' Affairs, Department of	Wilson	Rebecca L	2008	(360) 876-7576

*A blank Term Expires date indicates the member is an alternate or from an agency that does not qualify for formal appointment (less than 25 women employed).

Appendix 2 – 2006-07 Budget

Cash on Hand, July 1, 2006

\$ 41,123.79

Estimate Income

Conference	\$13,020.92
Education	3,000.00
Misc.	<u>100.00</u>

Total Estimated Income

\$16,120.92

Estimated Expenditures

Administrative (0001)

Leadership Training	\$ 500.00	
Recognition	480.00	
Speakers	500.00	
Supplies	<u>700.00</u>	
Total		\$ 2,180.00

Communications (0003)

Listserv	\$ 420.00	
Recognition	150.00	
Training	1,109.00	
Website Hosting	<u>720.00</u>	
Total		\$ 2,399.00

Conference (0004)

Sponsor Search	\$ 50.00	
Travel to Site Visits	<u>250.00</u>	
Total		\$ 300.00

Education (0005)

Process Registrations	\$ 100.00	
Schedule Workshops	800.00	
Training Event Translator Fees	<u>500.00</u>	
Total		\$ 1,400.00

Health and Wellness (0006)

Administrative	\$ 400.00	
Awareness Events, National and Statewide	<u>1,100.00</u>	
Total		\$ 1,500.00

Membership (0007)

General Meeting Costs (Refreshments)	\$ 750.00	
Mentorship Program	500.00	
Networking	250.00	
Transition Meeting	<u>2,000.00</u>	
Total		\$ 3,500.00

Appendix 2 – 2006-07 Budget

PDC (0008)

Brochures	\$ 75.00	
Workshops	150.00	
Total		\$ 225.00

TODSTWD (0009)

Events, Statewide	\$ 600.00	
Total		\$ 600.00

History (0010)

Binders	\$ 253.00	
Honor Roll Banner	400.00	
Storage	484.00	
Total		\$ 1,137.00

Total		<u>\$ 13,241.00</u>
Total Estimated Expenditures		
Total Estimated Profit/(Loss)		<u>2,879.92</u>

Estimated Ending Cash Balance, June 30,
2007

\$44,003.71

Appendix 3 – Bylaws (*Adopted September 9, 2003*)



BYLAWS

Article I - Name

The name of the organization shall be the Washington State Interagency Committee of State Employed Women (referred to hereafter as ICSEW).

Article II - Purpose

The major focus of the Committee shall be to enhance working conditions and employment opportunities for women in state government. This will be accomplished by:

- Advising the Governor and state management of policies, procedures, regulations, and legislation requisite to improving employment conditions and career opportunities for women, especially in the areas of education, training, and career development; and
- Communicating with and for women as state employees; and
- Identifying and addressing legal, health, social, economic, diversity, and political issues.

Article III - Membership

The Governor shall appoint one agency representative for a two-year period from each state agency and four-year institution of higher education employing not less than 25 women, and the appropriate number of representatives to be designated by the State Board for Community College Education on behalf of the Community College System. Agency Directors are responsible for providing the Governor with candidates for the agency representative. Agencies of institutions employing more than 2,000 women shall have one representative for every 2,000 women employed. Terms are staggered to ensure continuity.

A position is vacated when an agency representative notifies the Governor's office of a resignation or when the Executive Board recommends removal of a representative to the Governor's office. The ICSEW Membership Chair will notify the Governor's office of any resignations. The Governor shall appoint a replacement to fill the un-expired portion of a two-year term for a vacated position.

Each representative appointed to the ICSEW shall attend the six meetings annually. If unable to do so, the representative shall provide prior notice to the Membership Chair and may send an alternate.

Agency directors may identify one agency alternate per representative to act in the absence of the representative. Alternates may participate fully in ICSEW activities with the exception of voting. Only Governor appointed agency representatives are eligible to vote. The alternate

may vote in the absence of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

Article IV - Attendance

Regular attendance at the ICSEW general meetings is essential so that decisions made represent the opinions of the committee as a whole. In addition, regular attendance enables committee members to be productive and helps ensure that issues are examined from a variety of perspectives. An ICSEW committee member may forfeit their appointment as a result of poor attendance.

Appointed representatives to ICSEW are expected to attend six scheduled general membership meetings per year. Representatives with two consecutive excused absences in a calendar year, will be contacted by the Membership Chair asking the member to recommit to ICSEW or relinquish their position to allow another individual to be appointed.

Two unexcused absences will result in a letter being sent to the representative's director asking that another individual be appointed to represent the agency.

Article V- Executive Board

The Governor shall appoint the Chair and Staff Liaison.

The Chair shall appoint: A Vice Chair, a Secretary, a Treasurer, and select the Standing Committee Chairs. The Chair shall appoint Ad Hoc Committee Chairs as necessary. The Chair, Vice Chair, Secretary, Treasurer, and the Standing and Ad Hoc Committee Chairs will serve as the Executive Board to the ICSEW. Any agency representative or alternate is eligible to serve on the Executive Board. Alternates may sit on the Executive Board provided there is a 2/3 majority of appointed members on the board.

The Chair shall: Conduct all meetings of the ICSEW; communicate adopted recommendations to the Governor; make additional appointments to the ICSEW Executive Board as necessary; serve as the designated spokesperson in any forum; submit an annual report to the Governor; and perform other duties as needed to further the purpose of the ICSEW.

The Vice Chair shall: Coordinate Standing and Ad Hoc Committee activities with the chairs; arrange for, and introduce, speakers for the programs presented at ICSEW bi-monthly meetings; preside at meetings in the absence of the Chair; and perform other duties as needed to further the purpose of the ICSEW.

The Treasurer shall produce the committee budget, track committee expenditures and revenues, and provide information on the financial status of the committee at general meetings or as requested.

The Secretary shall: Keep accurate minutes of all ICSEW meetings and prepare correspondence as requested by the Chair or Vice Chair; and ensure all documentation created by and for the ICSEW is made publicly available

The Standing and Ad Hoc Committee Chairs(s) shall: Call Standing and Ad Hoc Committee meetings as needed; represent the Standing and Ad Hoc Committee as a member of the Executive Board; submit Standing and Ad Hoc Committee recommendations to the ICSEW membership for action; prepare and submit an annual report to the membership on behalf of the Standing and Ad Hoc Committees.

VI – Committees

ICSEW has five Standing Committees: Communications, Education, Conference, History and Membership.

The Communications Committee shall ensure the continued availability and communication of information regarding the ICSEW and issues through media, including but not limited to, the *InterAct* and ICSEW website.

The Education Committee shall research and identify education needs and provide education through means including, but not limited to, workshops, *InterAct* articles, and the ICSEW website.

The Conference Committee shall plan and coordinate the ICSEW conference including, but not limited to, identifying location, theme, dates, budget, and speakers. The Conference Committee shall work with the ICSEW Chair, Treasurer, Communications Chair, and Education Chair to ensure continuity in ICSEW activities and planning.

The History Committee shall keep an archive of ICSEW related materials and documents and provide occasional historical retrospectives as appropriate through means such as, but not limited to, ICSEW meetings and events, *InterAct* articles, and the ICSEW website.

The Membership Committee shall monitor membership, attendance, and agency representation as well as plan general membership meetings. In addition, the Membership Committee shall work toward strengthening the membership through appropriate activities including, but not limited to, providing networking opportunities and the membership roster.

Ad Hoc Committees are reflective of the issues voted and agreed upon by the membership or are appointed or abolished by the Chair under special circumstances. Ad Hoc Committees shall be reviewed annually in September each year to ensure the issues continue to be of importance to state employed women.

Article VII - Funding

The ICSEW shall have the authority to receive gifts, grants, and endowments from public or private sources to be used for the benefit of the Committee and expend any income therefrom according to the terms of such gifts, grants, or endowments. The Treasurer shall oversee and administer ICSEW funds.

Article VIII - Meetings

The ICSEW will meet bi-monthly. The specific month, day, and time will be determined annually by the Chair. An emergency meeting may be called at the discretion of the Chair or at the

request of six members; the purpose of the meeting will be stated in writing, and distributed either electronically or by paper.

Article IX- Amendments

The bylaws may be amended by a two-thirds vote of the membership provided the amendment is proposed by a member, submitted in writing, and distributed either electronically or by paper, to the membership at least fourteen calendar days prior to a regularly scheduled meeting.

Article X- Quorum

Fifty-one percent of the membership shall constitute a quorum for action. Fourteen calendar days notice prior to a regularly scheduled meeting will be provided to the membership, and distributed either electronically or by paper, if voting action will take place. Each representative shall have one vote. A representative who is unable to attend a bi-monthly meeting may send an alternate to the meeting. The alternate may vote in place of the representative provided a signed proxy is presented to the Chair either before or at the bi-monthly meeting.

Article XI - Parliamentary Procedures

Robert's Rules of Order (Newly Revised) shall be the parliamentary authority for ICSEW.

XII – Definitions

Ad Hoc Committees – Committees that are established for the special purpose of studying, involving, or informing state employees regarding specific issues as identified by membership or the Governor.

Agency Representative (Representative) - A member appointed by the Governor for a set term to represent one agency. Agency representatives have full membership rights including the right to vote on items raised for vote to the ICSEW membership.

Alternate – A member identified by the Agency Director as an alternate to the agency representative. Alternates have membership rights to serve on committees and participate in ICSEW activities. Alternates do not have voting privileges unless bestowed by the agency representative by a signed proxy.

Executive Board (Board) – The collective body of board members including the ICSEW Chair, Vice Chair, Secretary, Treasurer, Standing Committee Chairs, and Ad Hoc Committee Chairs.

Member – Any agency representative or alternate.

Standing Committee – A Committee that supports the ongoing operation of the ICSEW.

Unexcused Absence – Any agency representative who does not attend a regularly scheduled membership meeting and fails to notify the Membership Chair with good cause will be considered unexcused from that meeting.

Amended: May 1997, September 1997, June 2000, September 2003